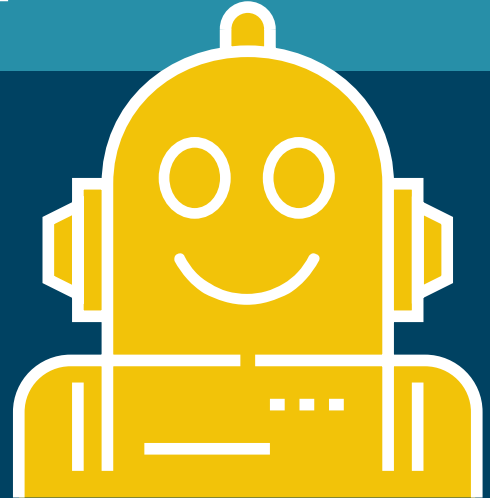




# OPTIMIZE YOUR RESUME FOR ATS SOFTWARE

With the ease of web-based job search and online applications, most companies receive hundreds of applicants for every position they post. ATS software helps them collect, sort and select applicant resumes that warrant further review by a recruiter.



**RESEARCH SHOWS 98% OF THE FORTUNE 500 USE AUTOMATED RECRUITING SOFTWARE**

## *Keywords & Formatting Matter*

Most ATS technology sorts resumes using keywords from the job description, looking for exact matches in title, job responsibility and skill wording in your resume. To be included in the system's search results, you'll want to have as many keyword matches as possible.

Formatting matters, too. Some outdated ATS programs convert your resume into a digital summary to optimize it for search functions, often losing critical information about your background. Minimize the chance of this happening by providing your resume in .docx or .pdf format, and keeping your section headings and other formatting simple and consistent.

**See our *"Tailor Your Resume"* [handout](#) for more specific keyword tips.**

## *How to make your resume attractive in an ATS search*

- Carefully tailor your resume for every position you apply for
- Use keywords taken from the job description in your resume language
- Focus your work experience descriptions on the most relevant and impactful information
- Keep your formatting simple and consistent, especially section heads and key dates

## *Don't over do it!*

Trying to trick the system can backfire. Overstuffing keywords or slipping them in using invisible white text is often obvious to experienced recruiters and reflects poorly on you.